

REVERSE AUCTION FOR PUERTO RICO HOUSING AUTHORITY

The auction will open Saturday, October 23, 2010, 10:00 a.m. Eastern time, and close at 4:00 p.m. Eastern time.

Things to keep in mind when calculating your bid price:

- There are approximately 300 inspections in 148 lots.
- **The estimated duration that will be posted on the auction website will NOT reflect the protocol amendments which will increase the time to complete an inspection. For example a 1 day inspection may take as much as 3 days to complete.**
- As always, be sure to account for travel and lodging expenses when developing your bid strategy.
- PHRA has many buildings off-line for rehab.
- Remember your bid price for each inspection should be your best price for that individual inspection. Economies of scale are not guaranteed.
- Inspections can be conducted Monday through Friday during normal business hours. (Inspections **cannot** be conducted on Saturday.)
- PHRA will be able to accommodate five or six inspections each day.
- The period of performance will be 120 calendar days beginning November 15, 2010 through March 16, 2011). Extensions will not be granted unless there are extenuating circumstances (this does not include de-certification, DCD problems, etc).
- Scheduling should begin after receiving the award notifications, with inspections beginning November 15th.
- After the Contractor has scheduled the inspections with the PRHA, send a copy of the schedule that includes the first and second days of each inspection to Mr. Bill Wong of the QA Staff and the RAP inbox.
- Inspections cannot to be conducted on holidays. The PRHA observes the following holidays during the period of performance:
 - November 11, 2010
 - November 19, 2010
 - November 25, 2010
 - November 26, 2010
 - December 24, 2010
 - December 31, 2010
 - January 6, 2011
 - January 10, 2011
 - January 17, 2011
 - February 21, 2011

- Inspectors will need to have a flexible schedule when working with the PRHA to schedule these inspections within the period of performance.

Amendments to UPCS (refer to the "Agreement between U.S. Department of Housing and Urban Development and The Puerto Rico Public Housing Administration" for detail):

- After verifying the profile, generate the sample and review the primary units with the PRHA. If any units are uninspectable, such as vacant, off-line, bed bugs, etc.), choose alternates to replace the primary units that are identified as uninspectable. Provide final list to the PRHA for resident notification. This list should NOT include alternates that are not being used for the primary sample. – NOTE: You cannot begin unit inspections for 24 hours from this point.
- If the property agrees you may start the unit inspections 22 hours after the sample is provided. However the unit inspection should begin no later than 24 hours after the sample is provided. If the inspector is delayed because of travel conditions, the inspector must call the property immediately.
- Only two (2) inspections can be open at the same time. Samples can be generated and the inspection of the site, building exterior, common areas, and systems can be conducted. The only caveat is that once the unit inspections begin, they must be completed before beginning the units of another inspection.
- While two inspections can be open at a time, it is noted that it is very difficult to do two inspections at a time. Road conditions and terrain in Puerto Rico can increase travel time between sites.
- If a primary unit cannot be accessed, a second attempt must be made at a later time. (The PRHA has up to 2 hours to provide access on the second attempt.) **If the primary unit cannot be entered at the second attempt this is NOT considered "no key" - an alternate unit must be chosen.** At this point a total of four attempts (Two attempts each for both the primary and alternate unit) have been made to inspect a unit and now this count towards the 20% threshold (see chart below).

Sample Size	Threshold
1	1
2	1
3	1
4	1
5	2
6	2
7	2
8	2
9	2
10	3
11	3
12	3
13	3
14	3
15	4
16	4
17	4
18	4
19	4
20	5
21	5
22	5
23	5
24	5
25	6
26	6
27	6

➤ If access to the alternate unit cannot be granted on the first attempt, a second attempt must be made at a later time. (The PRHA has up to 2 hours to provide access on the second attempt.) If the alternate unit cannot be entered at the second attempt this is

considered "no key," and another alternate unit must be chosen. This unit now counts towards the 20% threshold (see chart above).

➤ If after making two attempts to inspect each primary unit, you find that you've also made two attempts to inspect alternate units greater than 20% of the original sample size, the inspection should be halted and the TAC called. The inspector will need to send the .MDB file to REAC. If the amended protocol has been followed, full payment will be authorized.

Additional Information:

➤ QA staff will be in Puerto Rico during the period of performance. QA may conduct CQAs, and will monitor all inspections. QA will also be available to provide assistance to all inspectors regarding the amended protocol.

➤ QA staff will NOT provide any phase II training in Puerto Rico due to the amended protocol.

➤ Each property is required to have English-speaking personnel, so there is no need for contractors to hire a translator.